

SAMPLE LETTER OF INTENT

City of Savannah Community Garden Program

[Date]

Carol Moon
City of Savannah
P.O. Box 1027
Savannah, GA 31402

RE: Community Garden Letter of Intent

Dear Ms. Moon:

I submit this Letter of Intent to notify the City of Savannah that **[your name or your organization]**'s intent to submit a proposal for the City's Community Garden Program.

[Your name/organization] proposes to submit and application to start a community garden for **[Provide the general location or address of a property for the proposed garden; State the purpose of the community garden; what type of garden is the group wishing to start...vegetable, flower, mixed]** in **[neighborhood name]**.

[Name] will be our main point of contact for the purposes of the application process and can be reached at:

- **Mailing Address**
- **Phone Number**
- **Email Address**

Thank you for this opportunity to participate Community Garden Program.

Sincerely,

Your Name